# LG LDP-7008D Handset User Guide

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| ***To Answer a Call -*** | Lift Handset or Press Speaker key for hands free functionality. |
| ***To Activate Headset -*** | Press Trans/PGM 75, then 0 for Headset use or 1 for Handset use. |
| ***To make an internal call -*** | Dial extension number required. |
| ***To make an external call -*** | Dial 9 followed by the number required. |
| ***To Last number Redial -*** | Press Speed then * or dial 552 to dial last external number. |
| ***To Transfer a Call -*** | Announced – With caller on the phone, press Trans/PGM, then dial the extension number, flex key or external number, once answered announce the call, and hang up to transfer.<br>Un-announced – With caller on the phone, press Trans/PGM, then dial the extension number, flex key or external number and hang up to transfer.<br>If Busy/No Answer – Press Trans/PGM button to return to caller or flashing Line key. |
| ***To Hold a Call -*** | Press the Hold/Save key and your call will hold for 30 seconds before it rings back to you. |
| ***To Retrieve a Held Call -*** | Press the flashing line key, or you have to wait for the 30secs for caller to return. |
| ***To Park a Call -*** | With Caller on the phone press Trans/PGM then 601 to 609 (there are 8 default line numbers). This has held the caller on the system. |
| ***To Retrieve a Parked call -*** | Dial the relevant Park location number 601-609. |
| ***To Pick up another ringing phone -*** | Dial 566 to pick up a call ringing in your group, or dial 7 and then the extension number for directed Pickup. |
| ***To set a Call-back -*** | When ringing another internal extension, if engaged, press Call-back flex button, and hang up. The system will call you back when other extension becomes free. |
| ***To Page -*** | Dial 543 and speak into handset to page all phones. |
| ***To activate Do Not Disturb -*** | Press the flex button labelled DND/Fwd. All callers will hear a voice say “Do Not Disturb” and your phone will not ring. Press again to turn off. |
| ***To Divert your calls -*** | Press Speaker then DND/Fwd flex button. Then press:<br>1. To Divert all calls immediately.<br>2. To Divert when busy/engaged on a call.<br>3. To Divert on no answer after 15 seconds.<br>4. To Divert Busy AND No answer together.<br>5. 5. To Divert off Net (to s speed dial ref e.g. Speed 2000)<br>**Then enter the location you want to divert to e.g. ext no, group no or external no and hang up** |
| ***To Cancel your Divert -*** | Press DND/Fwd flex button. |
| ***To Add a Personal Speed Dial -*** | You have 20 personal speed dial numbers. To program these press Trans/PGM then Speed, then 000-019, enter telephone number (no 9 required), then press Hold/Save. Then enter the Name up to 16 characters e.g. if an F is required, press button number 3 with F on it, followed by number 3 again for 3rd letter, or for M, press button 6 with the M on it, then press button 1 for 1st letter. And press Hold/Save again.<br>**Please note: You cannot delete, you must come out and start again, and speaker to exit** |
| ***To Dial a Personal Speed Dial -*** | Press Speed then 000-019 |
| ***To Dial a System Speed Dial -*** | Press Speed then 2000-2499 |
| ***To Change Ring Type -*** | Press Trans/PGM 18 for Internal. Then choose one of the 01-15 types. And Hold/Save to keep. Or Trans/PGM 19 for External types and select as above |
| ***To adjust Speaker Volume -*** | Whilst on a call press the volume up/down keys |
| ***To adjust Ringer Volume -*** | Whilst phone is ringing, adjust using Volume up/down keys |

**If you require assistance please call our Support Desk on**
**0800 092 8161**